

No Fixed Date 2005-2006

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
As Necessary	Changes in District/Building mailing address, telephone number, fax number and key personnel	District/Charter	Accountability and School Choice/ Public School Finance	Sally Tiel 332-6943 Myrna Holgate Greg Berg 332-6845	State Law IC 33-1004D	Ensures that communications from SDE reach the proper contacts.
As Needed	Application for Alternative Secondary School Program	District/Charter	Curriculum	Bureau Chief 332-6891	State Law IC 33-1002C	Approved application required prior to funding during each fiscal year.
As Needed	CNP2000 User Passwords and Authorized Signatures	District/Charter	Child Nutrition	Lynette Craven 332-6830	Federal Regs. 7 CFR 210	New persons designated by local program administrators to be authorized signers for Child Nutrition Program operations must test out on CNP2000 and receive a password that allows information to be changed or to file claims. Passwords are user specific.
As Needed	Meal Counting System Information	District/Charter	Child Nutrition	Colleen Fillmore Mary Jo Marshall Heidi Martin Tammy Ray 332-6820	Federal Reg. 7 CFR 210	Must be updated if method of counting meals changes during the school year.
As Needed	Team Nutrition Demonstration Grant Project Reports	District/Charter	Child Nutrition	Heidi Martin 332-6823	Federal Grant Requirements	Grantees file periodic reports outlining project activities and budget expenditures.
Funds Transferred as Needed	Indian Education (JOM) Fund Transfer Request Generic Financial Reporting	District/Charter	Special Population Services	Marybeth Flachbart 332-6973	Federal Regs. 25 CFR 271, 3 & 6	Based upon budget request.
Seasonal	Statewide Testing Materials Request Form for Winter IRI Record Sheets for grades K-3	District/Charter	Counseling & Assessment	Sally Tiel 332-6943	State Law IC 33-1614	Establishes local testing program needs for the Winter assessment program.
Variable	Curricular Materials Waiver Form	District/School/ Charter	Curricular Materials	Val Fenske 332-6967	Federal Law PL 97-35	Form submitted when district uses a book not on the approved Textbook Adoption List.
Variable	Driver Education Claim for Reimbursement	District/Charter	Driver Education	Drivers Education Specialist 332-6850	State Law IC 33-1707	Due no later than 45 days following completion of class.

Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

ADA = Average Daily Attendance; BIA = Bureau of Indian Affairs; CFR = Code of Federal Regulations; DHW = Department of Health & Welfare; ESL = English as a Second Language; FTE = Full Time Equivalent
IBEDS = Idaho Basic Education Data System; IC = Idaho Code; IDAPA = Idaho Administrative Procedures Act; IEP = Individualized Education Plan; IFARMS = Idaho Financial Accounting Reports Management System

IRI = Idaho Reading Indicator; JOM = Johnson O'Malley; LEP = Limited English Proficient; NCLB = No Child Left Behind; OSBE = Office of the State Board of Education; PL = Public Law (Federal); SDE = State Department of Education; USDA = U.S. Department of Agriculture

No Fixed Date 2005-2006 (Continued)

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
Variable	Driver Education Collision/ Incident Report Form	District/Charter	Driver Education	Drivers Education Specialist 332-6850	State Board Rule IDAPA 08.02.01.230	Due within two weeks following accident.
Variable	Fingerprint Cards	District/Charter	Teacher Certification	Shannon Haas 332-6888	State Law IC 33-130	Required of districts for new employees within 90 days of hire.
Variable	New School Bus Inspection	District/Charter	Pupil Transportation	Ray Merical 332-6851	State Law IC 33-1506	Must be completed by SDE staff or authorized inspectors on all new school buses.
Variable	Uniform School Bus Accident Report Form	District/Charter	Pupil Transportation	Lanette Daw 332-6851	State Board Rule IDAPA 08.02.02.170	Due within 15 days following accident.
As Needed	Administrative and Review Grant	District/Charter	Child Nutrition	AnnaMae Florence 332-6820	Federal Grant Requirements	Grantee files periodic reports outlining project activities and budget expenditures.

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